

Baltimore Convention Center

Job Announcement

Office of Human Resources

Operations Aide

Please mail your completed City application or resume to:

Baltimore Convention Center
1 W. Pratt Street
Baltimore, MD 21201

DEPARTMENT: Client Services

SALARY: \$25,379

GRADE: 423

CLOSING DATE: 4/4/08

POSITION DUTIES: An Operations Aide sweeps, mops, vacuums, and cleans floors in facility; loads and unloads supplies and materials; sets-up and breaks down tables, chairs, risers, pianos, dance floors, and show equipment; maintains out-door grounds; and operates motorized equipment.

MINIMUM QUALIFICATIONS:

EDUCATION: High School Diploma or GED Certificate.

EXPERIENCE: One year of experience as a laborer.

SELECTION PROCESS: Only candidates who meet the minimum qualifications will be considered for this classification. Send cover letter, resume, and/or applications to the Director of Human Resources, Baltimore Convention Center, 1 W. Pratt Street, Baltimore, Maryland 21201.

Equal Opportunity Employer/Affirmative Action Employer

Baltimore Convention Center

Job Description

Office of Human Resources

Operations Aide

CLASS DEFINITION:

An Operations Aide sweeps, mops, vacuums, and cleans floors in facility; loads and unloads supplies and materials; sets-up and breaks down tables, chairs, risers, pianos, dance floors, and show equipment; maintains out-door grounds; and operates motorized equipment.

DISTINGUISHING FEATURES OF THE WORK:

The work of this individual involves evening, weekend, holiday, shift-work, and occasional mandatory overtime.

TYPICAL EXAMPLES OF THE WORK:

- Sweeps, mops, vacuums, and cleans floors in facility.
- Loads and unloads supplies and materials.
- Sets-up and breaks down tables, chairs, risers, pianos, dance floors, and show equipment.
- Maintains out-door grounds.
- Assists in snow removal.
- Operates motorize equipment (i.e. forklift, scrubber, skid loader, Cushman cart, vacuum cleaner, and trash compactor.)
- Performs other related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain effective working relationships with staff.
- Ability to assist general public and show promoters with basic questions/problems or obtain a supervisor who can assist.
- Ability to understand and follow verbal and written instructions.
- Ability to speak effectively.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Education – High School Diploma or GED Certificate.

Experience – One year of experience as a laborer.

Licensees – May be required to obtain a valid Maryland Class D driver's license.